



# THE ART OF RECRUITMENT

1. People plan to change jobs in the first three months of the year – are any of your staff thinking of leaving? Make sure that at the start of the new year you get a chance to chat to your staff.
2. Plan your manpower and resources carefully. Under-staffing will put pressure on your existing workforce come peak-season.
3. Know your turnover rate. Labour turnover is a percentage value of staff during a certain period resulting from leavers and joiners
4. Labour Turnover is a cost to your organisation. Avoid it by looking at innovative retention strategies.
5. Faking It. Don't make empty promises at the interview. You'll lose credibility, and your recruit.
6. Induction. Don't jump into the relationship. Develop an informative induction process to integrate your staff.
7. Equality & Diversity. Promote diversity and equality in all aspect of the organisation. You may not discriminate under Equality legislation in your country.
8. Contract Matters. Actually it doesn't. It can be verbal or written. You must issue a written statement of terms and conditions of employment within 60 days of an employee starting under the Terms of Employment (Information) Act, 1994.
9. Dignity and Respect is what you expect from your staff. Why should they expect any less from you?
10. 404. The number of cases considered under The Employment Equality Acts 1998 and 2004 last year. Was one of them yours? Will you have one this year?